



American Consulate General, Chennai

September 27, 2006

Expected Vacancy

American Consulate General, Chennai, is seeking an individual for a Visa Clerk position in Non-Immigrant Visa (NIV) unit of Consular section.

Applicants must apply on Form HR-01 (Application form for Employment) and specify the vacancy announcement number. Applications not completed on Form HR-01, or without reference to a specific vacancy number will not be considered. Only completed and signed forms will be considered. (Refer to application procedure below)

Only those applicants who are selected for skills test/interview will be contacted.

ANNOUNCEMENT NUMBER: CHE-PSAP-2006-21

OPEN TO: All Interested Candidates

POSITION: Visa Clerk

NUMBER OF POSITIONS: One (MLA-312008)

OPENING DATE: September 27, 2006

CLOSING DATE: October 12, 2006

WORK HOURS: Full-time; 40 hours/week

SALARY: **EFM/NOR:** Grade: FP-09*
Ordinarily Resident: Grade: FSN-05*

* Starting salary & grade will be determined on the basis of qualifications, experience and/or salary history.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN INDIA AND HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION (PLEASE ATTACH COPIES OF RELEVANT DOCUMENTATION). APPLICATIONS WITHOUT RELEVANT DOCUMENTATION WILL NOT BE CONSIDERED.

BASIC FUNCTION OF POSITION

Directs the entry of all visa applicants, IV and NIV, into the pre screening area, checks documents and directs them to the appropriate pre screening window. Directs the flow of applicants from the pre screening area into the interview lobby and determines which interview window they go to. Keeps track of the flow and informs supervisors when the lobby becomes crowded. May suggest corrective action to ease the flow and open additional folding areas or point out the need for additional interviewer. Position is key to ensuring optimal use of interviewing officers' time and keeping applicants moving through the process.

Separates issued and refused NIV applications and files chronologically in Consular filing room. Uses NIV system to look up NIV cases by applicant name and/or passport number to determine application number.

Retrieves and re-files refused NIV applications as required by NIV, Fraud Prevention, and Information Units from Consular filing room and/or basement high-density filing facility.

Enters NIV applications into the MRV system reviewing applications to ensure they are complete. Checks previously entered RDS/MRV case information for accuracy, ensures required security name checks have been sent and results received, and performs MRV photo capture. May act as an interpreter for Consular Officers for a wide variety of NIV cases, including some with complex and sensitive aspects.

Backs-up and replaces the Sub-Cashiers in their absence. Collects consular fees from customers and makes refunds when/if approved by the Accountable Consular Officer. Records the transaction on the Automated Cash Register System (ACRS) and provides a fee receipt to each customer. On a daily basis, assists Sub-cashiers with reconciling demand drafts to receipts and applications.

The employee shall take full responsibility for any loss to the United State Government resulting from the employee's performance of functions under this contract/in this position, whether such losses are due to the employee's fault or negligence. In particular, the employee recognizes and accepts the obligation to reimburse the United States Government for any such loss. The employee recognizes that the United States Government may offset amounts for loss against owed by the Government to the employee.

QUALIFICATIONS REQUIRED:

- a. Completion of secondary school is required.
- b. Prior Work Experience: One year of office clerical work involving non-substantive public contact is required.
- c. General professional proficiency in English is required: Level III in speaking, Level III in reading.
- d. General professional proficiency in two of the other languages used in Chennai NIV operations (Telugu, Malayalam, Tamil, Kannada, Hindi, Urdu, Tibetan) is required: Level III in speaking, Level III in reading.
- e. Ability to work with general public, exercising tact, discretion and good judgment in a high-pressure environment. Must be able to function honestly and effectively while processing visa applications. Must have the ability to read and understand specific guidelines and apply them correctly. Must have good judgment in referring cases to

higher authority when necessary.

- f. Ability to file alphabetically and chronologically is essential.

SELECTION PROCESS

When equally qualified, and if funding permits, Eligible Family Members (EFMs) and U.S. Veterans will be given preference.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Eligible Family Members who currently hold a PIT/FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days on the job.

TO APPLY

Interested applicants for this position should submit the following:

1. Application for Employment, Form HR-01, available on website
http://chennai.usconsulate.gov/job_opportunities.html

Click on "Application for Employment" hyperlink.

2. **OPTIONAL:** Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position listed above.

SUBMIT APPLICATION TO

American Consulate General
Attention: Ms. Kelly L. Buenrostro
Management Office
220 Anna Salai
Chennai 600 006
or
FAX: 2857 4455/ 2811 2020

POINT OF CONTACT

Vijaya Mahesh
Telephone: 2857-4000

DEFINITIONS

1. EFM: US Citizen spouse or US citizen child as referred to in 6 FAM 111.3, paragraph R, (1) who is at least age 18, and who, in either case, is on the travel orders of a US citizen Foreign or Civil service employee or military service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad and under Chief of Mission authority.
2. Member of Household (MOH): Foreign born spouses, dependent children, unmarried partners of the same and opposite sex, parents, other relatives or adult children declared to the Chief of Mission who fall outside the Department's current legal and statutory definition of EFM.

3. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permit for employment in country.
4. Not-Ordinarily Resident (NOR): Typically NORs are US citizen EFMs and family members of FS, GS, and Military Personnel who are on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

All applications for the subject announcement must be received in the Management Office by close of business October 12, 2006.

An Equal Opportunity Employer